

Engineering Management Council (EMC) Administration Desktop Instructions

Email Distribution Lists

- Requirements: The EMC Membership is specified in the EMC Charter Memo by role. Mike Rudolphi specified that he wanted the EMC Members and ED Managers down through the Branch Chiefs to be on the EMC distribution. We have also included the EMC Member's ESA/MSA's to ensure they get the latest meeting on the Member's calendar. We requested from each organization their Managers, Technical Assistants (TA's), Branch Chiefs, and Team Leads whom they wanted to receive the EMC notices.

There are 2 components of the Email Distribution lists that must be maintained.

- 1) Word document titled "EMC Email Distribution" in the EMC folder on the server. The Word document lists each organization and the EMC Members, their Alternates, their ESA/MSA's, and then lists the personnel who that organization identified to be on the EMC distribution list.
- 2) Global distribution lists available through Microsoft Outlook titled "MSFC-DL-EMC-..." The MSFC-DL-EMC-All global distribution list is made up of all the other "MSFC-DL-EMC..." global lists.

ED Calendar: <http://webcal.msfc.nasa.gov/webevent.cgi?cmd=open&cal=cal51&>

Access the ED Calendar and post the latest day/time and location information for the EMC meetings.

Scheduling Conference Rooms

- Requirements
 - o Mandatory: Computer, Projection System, 40+ person capacity
 - o Preferred: Conference Table big enough where all members can sit at the table (4200/P110 is one of few rooms that meet this requirement)
- Candidate Rooms and POC's for Scheduling
 - o 4200/P110, Info at <http://conference.msfc.nasa.gov/>
 - o 4200/815, Info at <http://conference.msfc.nasa.gov/>
 - o 4201/319, Info at <http://conference.msfc.nasa.gov/>
 - o 4201/505, Info at <http://conference.msfc.nasa.gov/>
 - For P110, 815, view availability through Outlook (Click Calendar, then File/Open/Other User's Folder/type in "conf" and click OK – you will get a list of conf room calendars that are read only.
 - o 4203/3002, 4002 Scheduler at <http://mpm.ies.msfc.nasa.gov/internal/ConfSchedule/>
 - o 4203/2002, 5002, 6002 Scheduler at http://insidestppo.msfc.nasa.gov/conf_room.html
 - o 4600/2014, 4013 Scheduler at <http://mpm.ies.msfc.nasa.gov/internal/ConfSchedule/>

Moving, Cancelling, or Extending the EMC; Scheduling Special EMC Meetings

Call/email Mike Rudolphi's ESAs, Kathy Poe or Robyn Brick, and ask them to check Rudi's calendar to see whether his schedule can support the change, obtain concurrence to cancel, or to identify an open date/time.

Agendas

- Preparation
 - o As topics are received, place them under the Future Topics list on the latest Draft agenda on the server

- If there are too many topics to cover in the meeting time, send the topics to the Chief Engineer's Office Manager, Paul Munafo, and to Rudolphi for review and prioritization.
- Distribution
 - Prepare the agenda using the template on the server. Distribute Draft agendas to the "MSFC-DL-EMC-All" email distribution list on the Global 2-5 days prior to the meeting with the date, location, and time of the meeting.
- Posting to Website
 - Draft Agendas - Brent Copeland, the ED Website Curator, is on the EMC agenda email distribution and should post the Draft agendas to the website when they are sent out
 - Final Agendas – Provide final agendas in pdf format to Brent Copeland for posting to the website after each EMC meeting.

Meeting Preparation

- Familiarize with Conf Room if room has not be used before (operation of projection system, computer, and phone system in case telecon is required)
- Receive Charts and put in EMC folder on server and on flash drive as back-up
- Print and Date Sign-in Sheets
- Print EMC Server Path (to input in Conf Room)
- Print Meeting Dial-In information
- Flash Drive – agenda, presentations, action item list, EMC server path file

Meeting Operations

- Before Meeting
 - Arrive Early – at least 15 min, especially if a conference room hasn't been used before
 - Adjust lighting if needed
 - Turn on Computer – log in as yourself (if possible) so you can access EMC folder on server; otherwise load presentations off flashdisk
 - Turn off screen saver – right click on desktop, choose Properties, click on Screen Saver tab, uncheck box "on resume, password protect", and set "Wait:" to ~240 min
 - Turn on Projector (controls on wall or elec. touch pad), set to PC for projector input/source
 - Computer, go to Start/Run – type in EMC Server Path and bring up EMC folder
 - Copy EMC folder onto desktop with meeting files (files will run faster than off of the flash drive or server)
 - Agenda
 - Presentations
 - Action Items file (can access from server)
 - Open Agenda and Presentations from desktop EMC folder
 - Determine method for advancing/going backward for charts – wireless remote for presenter or direct from computer keyboard
- During Meeting
 - Announce first topic
 - Bring up charts for each topic - put Powerpoint in presentation mode
 - Pass sign-in sheet, monitor during meeting, provide to late-comers
 - Take notes for minutes, record new actions
 - Review actions at end of meeting, including new actions (if there is time)
 - Review agenda for next week (if there is time)
- After Meeting (while still in Conference Room)
 - Copy all presentations to EMC server folder if they are not already there, or put on flash drive if EMC server wasn't available
 - Delete EMC files copied to Conf Rm computer desktop and empty "Recycle Bin" on computer desktop

- Turn off projector/Turn off or Log off computer
- Get sign-in sheet

Immediately After Meeting

- Obtain clarification on any actions or new topics that were not clear
- Send out any actions or distribute charts as requested
- Ensure all presentations are in today's meeting folder on server
- Copy previous agenda and create a Draft agenda in next meeting's folder
- Copy previous agenda and create a Final agenda in today's meeting folder (delete off the Future topics, just leave the topics actually presented in today's meeting).
- Save Final agenda as an Adobe PDF file, and send Final agenda file to Website Curator/Brent Copeland to be posted to EMC webpage

Minutes

- Preparation. Draft the minutes from meeting notes using the template on server within 3 days of the EMC meeting. Ensure decisions and action items are clearly identified. Copy actions to action item list.
- Review. Provide Draft minutes to the EMC Secretariat for review, and make any changes required from that review.
- Approval. Provide minutes to Mike Rudolphi's ESA to obtain Rudolphi's signature.
- Distributing/Posting. After signature, file the original hardcopy and scan into a pdf file. Provide pdf file of minutes to the ED website curator for posting to the EMC website.